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DD/S&T# 56 90-79

ORD-1655-79

MEMORANDUM FOR: Deputy Director for Science and Technology
FROM: Philip K. Eckman
Director of Research and Development
SUBJECT: Request for Additional FY-80 Training Funds
for ORD

1. The FY-80 Training Budget for ORD is \$15,000 below that of FY-79. The current amount of \$13,000 will not sponsor much of the necessary training for the Office. Of particular concern is the training which will permit ORD to keep abreast of essential technology development impacting current and imminent research programs. Also affected is our goal for FY-80 to upgrade and expand scientific and technical capabilities within ORD so we can better support offices throughout the DDS&T and CIA. We barely managed in FY-79 with \$28,000. Therefore, I request \$15,000 additional training funds be made available to ORD for FY-80. This will bring us up to the same amount as last year. ☐

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2. With a Training Budget of \$28,000, ORD will in FY-80 continue to upgrade and expand the scientific and technical skills of its personnel as one method for moving toward becoming a "center of excellence." With that in mind, we developed the attached list of external training activities which are required to support our FY-80 programs and which will provide a modest amount of upgrading or diversification to our Staff. This list includes travel and per diem costs and totals \$23,745. The \$4,255 additional request, which would bring our FY-80 budget to \$28,000, will enable us to take advantage of a few "courses of opportunity" which are not yet known to be available. Our personnel, of course, will also attend some training courses that are germane to their professional (technical and managerial) development. ☐

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3. The attached list represents the most essential training requirements for the Office. It was derived from a listing of training needs submitted by each of the research divisions. Their lists were carefully reviewed and scrubbed to eliminate unnecessary duplication and lower priority training. Also, short-term seminars and professional society meetings have been deleted from this list whenever the costs can be paid from travel funds.

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4. I am confident you will agree the training activities listed are highly relevant to our current needs and are supportive of our goals. Furthermore, I believe you will agree the amount requested is far below what is actually needed if we are to make meaningful progress toward our FY-80 goal, particularly in view of the fact that fewer than one-half of our scientific and technical staff will receive training under this plan.

Philip K. Eckman

Attachment:
As stated

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